

MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
ADOPTION EVALUATION REVIEW WORKSHEET

DATE	AGENCY	WORKER
NAME OF ADOPTIVE APPLICANT		CASE NUMBER

RULE	NA	COMPLI- ANCE		COMMENTS
		YES	NO	
R 400.12605 Adoptive evaluation.				
Rule 605. (1) An agency shall complete a written report of an adoptive evaluation which shall be conducted by a social service worker.				
(2) The report shall include the dates and places of contacts and persons interviewed or observed.				
(3) The report shall be an assessment of all of the following:				
(a) Visits at the residence of the applicants for adoption to conduct observations of, and interviews with, each member of the household to determine all of the following:				
(i) Marital and family status and history, including current and past level of family functioning and relationships and any incidents of domestic violence.				
(ii) Educational history and any special skills and interests.				
(iii) Employment history, current financial status, including property and income, money management skills and outstanding financial obligations.				
(iv) Physical, mental, and emotional health of each member of the household.				
(v) Any history of substance abuse of each member of the household.				
(vi) Parenting skills and attitudes toward children.				
(vii) Methods of discipline of children.				
(viii) Adjustment and special needs of the applicant's own children.				
(ix) Strengths and weaknesses of each member of the household.				
(x) Experiences with own parents and any history of out-of-home care.				
(xi) Reasons for adopting.				
(xii) Previous experience in providing child foster care, child day care, or adult foster care.				
(xiii) Attitude towards accepting an adoptive child.				
(xiv) Willingness to parent cross-racially or cross-culturally and to create an atmosphere that fosters the racial identity and culture of an adopted child.				
(xv) Capacity and disposition to give an adopted child guidance, love, and affection.				
(b) Previous adoption evaluations or placements.				
(c) Previous licenses, criminal convictions, and substantiated child abuse or neglect for any member of the household.				
(d) Three references from persons not related to the applicants.				
(e) A medical statement for each member of the household that indicates that the member has no known condition which would affect the care of an adoptive child. The statement shall be signed by a physician within the 12-month period before the adoptive evaluation.				
(f) Adequacy of the applicant's house, property, neighborhood, schools, and community for the purpose of adoption as determined by an on-site visit.				
(g) The age, number, sex, race, ethnic background, and special characteristics of children preferred by the applicants and the family's plan to discuss adoption with any child adopted.				

RULE	NA	COMPLI- ANCE		COMMENTS
		YES	NO	
R 400.12606 Agency recommendation.				
Rule 606. (1) An agency shall make a written recommendation based on the findings of the adoptive evaluation with respect to both of the following:				
(a) Approval or denial of the applicants for adoption by a social service supervisor.				
(b) If approved, the number, sex, age, race, ethnic background, and special characteristics of adoptive children who may be placed in the adoptive applicant home. A child's racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.				
(2) If an agency concludes that an individual is not suitable to be approved, then the basis for the decision shall be specified in the recommendation.				
(3) An agency shall provide the applicants for adoption with a signed and dated copy of the evaluation and recommendation upon its completion.				
R 400.12608 Adoption evaluation record.				
Rule 608. (1) An agency shall retain a case record for each applicant for adoption.				
(2) The record shall contain all of the following:				
(a) Orientation documentation as required by R 400.12604.				
(b) Adoptive evaluation as required by R 400.12605.				
(c) Agency recommendation as required by R 400.12606.				
(3) An agency shall retain each record for not less than 3 years after the agency's termination of services to the applicant.				
(4) If a branch or associate office of a child-placing agency ceases to operate, then the branch's or office's adoption records shall be forwarded to the central office of the branch or associate office.				